

SUMMARY CHECKLIST FOR NFs

Please return prior to the start of the competition, to:

Andreina Wipraechtiger, FEI Solidarity Department

f +41 21 310 84 72 e andreina.wipraechtiger@fei.org

The NF of \_     \_

1. SCHEDULE PLANNED [ ]

 Event program established

2. HOTELS RESERVATIONS MADE FOR JUDGES AND CLASSIFIERS [ ]

3. PICK-UP JUDGES/CLASSIFIERS FROM AND TO AIRPORTS ARRANGED [ ]

 *Suggestion: If possible, arrange for a local cell phone for the judges and Classifiers to use*

 *during their stay.*

4. VET. INSPECTION ARRANGED [ ]

7. JUDGES / TEST SHEETS READY [ ]

8. Classification room READY [ ]

9. SHOW INFORMATION DOCUMENTATION-SHEET [ ]

 *to fill out after the show and send back to FEI with full docs.*

10. CHECKLIST FOR THE ORGANISER READY [ ]

11. PARTICIPATION FORM of the Competitors READY [ ]

12. RESULTS SHEET **(excel)** READY [ ]

Date:

Signature:       Stamp of NF: